CPA WISEgrants FAQ

All Applicants

1. Who completes the application?
   a. It is expected that the CTE Coordinator is the system "user" for the Carl Perkins grant application. Meaning, that they have formulated the answers, created the budget and submitted the application. It is likely that someone from the fiscal agent's business office will have access to budget section as grant claiming also occurs through the WISEgrants system. The fiscal agent's WAMS Application Administrator provides access to the Carl Perkins application within the WISEgrants system. Users who have access to the Carl Perkins application only and so will not see any other grants or functionality within the system.

2. Can we use our Vice Principal's WAMS ID to complete the application?
   a. No, WAMS ID's are attached to an email and functions within the system are tied to those emails. As a result, communication, notices, messages are communicated via the email address of the person who submits the application. As in the past, the fiscal agent contact person for DPI and the Carl Perkins program is the licensed LVEC/CTEC.

3. Can the responses to narrative questions be cut and pasted from a word document into the narrative fields?
   a. Yes, however charts and images cannot.

4. Will applicants be able to save and edit portions of the application prior to submission?
   a. Yes. However, once submitted, only the budget may be edited <u>after</u> the subaward contract is issued.

5. Will it continue to be an annual application process?
   a. The CTE narrative section need only be submitted every 5 years. However, if any changes to the CTE narrative section changes from one year to the next, the change must be reflected during the annual application process.

   b. The POS narrative section, the Budget and Non-compliance with Core Indicators must be completed annually.

6. Do the application questions have to be filled out in order?
   a. Yes and no. Applicants may access any part of the application at any time, but may not submit their application (and budget) until 1) all sections have been completed and 2) until the Non-compliance with Performance Indicators form has been uploaded <u>and</u> approved by the reviewer.

7. Will LEAs be assigned a grant application reviewer and know who that is?
   a. Yes, reviewers will be assigned and contact list provided to applicants within WISEgrants and the DPI CTE Carl Perkins website.

8. What if I don’t see an item listed in the drop-down menu of the budget section?
    a. Choose the closest option and describe in the detail field. If nothing provided is even close, contact the grant specialist, to discuss the possibility of adding it to the system.

Consortia Specific:

9. WAMS ID and Fiscal Agents:
    a. The fiscal agent for a consortium, will **not** have to get authorization from the district WISEgrants Administrator to access the district funds via WISEgrants.
    b. If an individual or CESA contracts with a district to cover CTE Coordinator responsibilities, the CTE Coordinator will have to obtain access rights via the district WISEgrants Administrator as well as anyone else that may need to access the district’s grant application and other functions.

10. How will DPI know who the consortia fiscal agents are?
    a. Current fiscal agents have been downloaded into system. If we are notified that a district or CESA will no longer be a fiscal agent for the coming year, we will make adjustments in the system.

11. How will the WISEgrants system know which districts belong to a consortium?
    a. All districts are informed of their funds via the WISEgrants Landing Page. Each district determines if they are keeping funds, surrender funds back to DPI or joining a consortium. Districts indicate this on the Funds Management Page. If joining a consortium the district will select the consortium lead from a drop-down. (A service agreement should be in place between the district and consortium fiscal agent prior to this).

    b. A consortium verification form will need to be signed by the member district via WISEgrants. Once signed, the fiscal agent will see the district added to the list in WISEgrants as well as their allocation figure increase.

    c. Funds are awarded on an annual basis, so even though a district may have a 3yr. contract with a fiscal agent, they will have to manually select the fiscal agent within WISEgrants.

    d. A consortium verification form will need to be signed by the member district via WISEgrants. Once signed, the fiscal agent will see the district added to the list in WISEgrants as well as their allocation figure increase.

12. Who signs the assurances, the consortium fiscal agent or each member district signs their own.
    a. The fiscal agent signs the authorization documents on behalf of the consortium. It is the fiscal agent’s responsibility to ensure that member districts follow the laws and policies outlined.

13. How will District Designee be entered?
    a. This will be handled through a document located on the Perkins Application webpage and will be uploaded to the LVEC/CTEC Contact google form.

14. Will member districts do their own claiming?
    a. No, once they join the consortium via the Fund Management page in WISEgrants they will not have access to anything Perkins related in the WISEgrants system. Consortium fiscal agents complete all application, budget, authorizations and communication on behalf of the consortium.